

HOW TO FILL OUT THE STATE APPLICATION FORM TO TAKE THE OFFICE OCCUPATIONS CLERK TEST

This is an instruction sheet to help you fill out the state application, form number STD 678. You must fill out and sign an application in order to apply to take the Office Occupations Clerk test. If an application is not with this instruction sheet, you can print it from www.spb.ca.gov or call Maria at 916-322-7742 for help in getting a state application form. Be sure to put your answers on the state application form.

INSTRUCTIONS FOR PAGE 1 OF THE APPLICATION:

Applicant's Name- put in your last and first name and middle initial.

Social Security Number- put in your social security number. If you don't know it, ask someone to help you find it.

Mailing Address- put in the number, street, city, county, state, and zip code where you get your mail.

Email Address- if you have an email address, put it in. If you don't, you can leave this blank.

Work Telephone- if you work and have a telephone number at work, put it in.

Home Telephone- put in the phone number where you live.

Examination or Job Title for Which You are Applying- write in Office Occupations Clerk.

1. Enter the county in which you would like to take the examination- if you are taking the test in Northern California, write in "Sonoma". If you are taking the test in Southern California, write in "Los Angeles"

2. Do you need reasonable accommodation to take an interview or written test?- if you need help when you take this test, check the **yes** box and tell us what kind of help you need in **box number 12**.
3. Do your religious beliefs prevent you from taking an examination on Saturday? - if your church says you cannot take this test on a Saturday, check the **yes** box.
4. Are you now employed by the State of California?- if you work for the State of California, check the **yes** box and put in the name of the state department you work for under **Department** and name of the unit in that state department under **Subdivision**. If you checked the **no** box, you don't have to put in anything else.
5. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons?- if you have been fired from where you worked, check the **yes** box and tell us when it happened and why in **box number 12**. If you have never been fired, check the **no** box.
6. In addition to English, list any other languages you speak: if you can speak or write in another language, like Spanish or something else, tell us what language and if you can speak and/or write in that other language.
7. **YOU DO NOT HAVE TO ANSWER THIS QUESTION FOR THE OFFICE OCCUPATIONS CLERK TEST.**
8. **YOU DO NOT HAVE TO ANSWER QUESTIONS #8, #9, #10 OR #11 FOR THE OFFICE OCCUPATIONS CLERK TEST.**
12. Explanations- this is where you put in anything you need to tell us about questions #2 and #5 above. **IF YOU HAVE A REGIONAL CENTER, WRITE IN THE NAME OF THE CENTER HERE.**

INSTRUCTIONS FOR PAGE 2- (Be sure to put in your name and Social Security Number on the top of page 2 of the application form.)

13. Education- if you graduated from high school, check the **yes** box. If you did not, check the **no** box. If you did **not** graduate from high school, what is the highest grade you went to in school? If you have a high school or GED certificate, check the **yes** box.

If you are going or went to college, put in the name of the college(s), what you took, how many units you got, if you got a degree or certificate and the date you got it.

14. YOU DO NOT HAVE TO ANSWER THIS QUESTION FOR THE OFFICE OCCUPATIONS CLERK TEST.

15. Employment History- this is where you tell us about where you worked. This can include work in a regular job, work activity program, sheltered workshop, supported employment, and/or **volunteer jobs** where you did the things that the Office Occupations Clerk would do. To see what an Office Occupations Clerk does, look at the notice you got about this test.

Use one of the sections for each place you worked or volunteered. Tell the dates you worked; what was your job, how many hours a week you worked: if you were paid, tell how much or that it was a volunteer job; who you worked for (or the name of your employment program) and their address; who was your boss; what you did at the job; and if you are not working there now, why not.

If you have a Resume with all of this information on it, you can write in "See Attached Resume" in this section and mail it with your application; however it must include all of the information that is asked for on this form.

INSTRUCTIONS FOR PAGE 3 and 4- Be sure to put your name and Social Security Number on the top of these pages on the application form, if you need to use them to tell us about your jobs.

EQUAL EMPLOYMENT OPPORTUNITY - You do not have to fill out this form, but it is helpful if you do. The information will not be shared with anyone and is not part of the test.

Social Security Number- put in your social security number. If you don't know it, ask someone to help you find it.

Age- check the box that includes how old you are.

Gender- check if you are a man (male) or a woman (female).

Ethnic Category- check the box that tells us about you.

Disabled- check this box as you must have a disability to take this test.

Military- check this box if you have been in the Army, Navy, Air Force, or any other part of the military or if you are married to someone who was in the military and now has a disability because of being in the military.

How did you learn about this Examination?- if you heard about this test from the telephone, someone else, Internet, ad in a paper or newsletter, or because you saw the notice somewhere, tell us where you heard about the test.

READ OVER YOUR APPLICATION TO MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS THAT YOU HAVE TO. WHEN YOU FINISH READING IT, GO TO PAGE 1 AND SIGN YOUR NAME AND PUT IN THE DATE YOU SIGNED YOUR NAME. You are now ready to mail your application to the address on the test notice. If you have a resume and want to send it with your application for the test, you can include it when you mail your application.